

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

 Courses may be subject to prerequisites and minimum grade requirements. Check online at [www.bellevuecollege.edu/classes/all/](http://www.bellevuecollege.edu/classes/all/)

| PROGRAM REQUIREMENTS                        |  |         | REQUESTED SUBSTITUTION/TRANSFER CREDIT<br>(if applicable) |        |         |       |         |      |
|---|--|---------|---|--------|---------|-------|---------|------|
| Course                                      | Course Title   | Credits | College/University  | Course | Credits | Grade | Quarter | Year |
| <b>CORE COURSEWORK</b>                      |  |         |   |        |         |       |         |      |
| BTS 109                                     | Business Communications                              | 5       |   |        |         |       |         |      |
| BTS 144                                     | Personal Information Manager                         | 3       |   |        |         |       |         |      |
| BTS 147                                     | Presentation Design and Delivery                     | 3       |   |        |         |       |         |      |
| BTS 165                                     | Business Spreadsheet Analysis and Design             | 5       |   |        |         |       |         |      |
| BTS 293                                     | Business Technology Practicum                        | 5       |   |        |         |       |         |      |
| BUS 120                                     | Organizational Behavior                              | 5       |   |        |         |       |         |      |
| BUS& 201                                    | Business Law   | 5       |   |        |         |       |         |      |
| ENGL& 101                                   | English Composition I                                | 5       |   |        |         |       |         |      |
| Choose 5 Credits from the following         |  | 5       |   |        |         |       |         |      |
| ACCT 101                                    | Practical Accounting I (5 Cr)                        |         |   |        |         |       |         |      |
| ACCT& 201                                   | Principles of Accounting I (5 Cr)                    |         |   |        |         |       |         |      |
| ACCT 225                                    | Analysis of Financial & Managerial Accounting (5 Cr) |         |   |        |         |       |         |      |
| Choose 5 Credits from the following         |  | 5       |   |        |         |       |         |      |
| BUS 145                                     | Business Mathematics (5 Cr)                          |         |   |        |         |       |         |      |
| MATH xxx                                    | Any college level math 100 or higher (5 Cr)          |         |   |        |         |       |         |      |
| Choose 5 Credits from the following         |  | 5       |   |        |         |       |         |      |
| BTS 110                                     | Web Essentials for Communications (5 Cr)             |         |   |        |         |       |         |      |
| BTS 161                                     | Business Software Essentials (5 Cr)                  |         |   |        |         |       |         |      |
| DMA 221                                     | Web Animation (5 Cr)                                 |         |   |        |         |       |         |      |
| PROG 109                                    | Introduction to Web Development (5 Cr)               |         |   |        |         |       |         |      |
| BTS 186-189                                 | Any one of these courses not used elsewhere (5 Cr)   |         |   |        |         |       |         |      |
| Choose 5 Credits from the following         |  | 5       |   |        |         |       |         |      |
| BTS 186                                     | Publication Design Essentials (5 Cr)                 |         |   |        |         |       |         |      |
| BTS 189                                     | Webpage Authoring Essentials (5 Cr)                  |         |   |        |         |       |         |      |
| BTS 187                                     | Publication Design for Print (5 Cr)                  |         |   |        |         |       |         |      |
| BTS 188                                     | Digital Images for Desktop Publishing (5 Cr)         |         |   |        |         |       |         |      |
| Choose 5 Credits from the following         |  | 5       |   |        |         |       |         |      |
| BUS& 101                                    | Introduction to Business (5 Cr)                      |         |   |        |         |       |         |      |
| BSUST 101                                   | Introduction to Sustainable Business (5 Cr)          |         |   |        |         |       |         |      |
| Choose 5 Credits from the following         |  | 5       |   |        |         |       |         |      |
| INTST 150                                   | International Business (5 Cr)                        |         |   |        |         |       |         |      |
| MKTG 154                                    | Principles of Marketing (5 Cr)                       |         |   |        |         |       |         |      |
| MKTG 200                                    | International Marketing (5 Cr)                       |         |   |        |         |       |         |      |
| MKTG 225                                    | Customer Relations Management (5 Cr)                 |         |   |        |         |       |         |      |
| MKTG 234                                    | Advertising (5 Cr)                                   |         |   |        |         |       |         |      |
| MKTG 240                                    | eMarketing (5 Cr)                                    |         |   |        |         |       |         |      |
| Choose 5-6 Credits from the following       |  | 5-6     |   |        |         |       |         |      |
| ASTR& 100                                   | Survey of Astronomy (5 Cr)                           |         |   |        |         |       |         |      |
| ASTR& 101                                   | Introduction to Astronomy (6 Cr)                     |         |   |        |         |       |         |      |
| CHEM 100                                    | Chemical Explorations (6 Cr)                         |         |   |        |         |       |         |      |
| CHEM& 110                                   | Chemical Concepts w/Lab (6 Cr)                       |         |   |        |         |       |         |      |
| GEOG 205                                    | Weather, Climate, Vegetation, Soils (5 Cr)           |         |   |        |         |       |         |      |
| GEOL& 101                                   | Introduction to Physical Geology (6 Cr)              |         |   |        |         |       |         |      |
| GEOL& 208                                   | Geology of the Pacific NW (6 Cr)                     |         |   |        |         |       |         |      |
| OCEA& 101                                   | Introduction to Oceanography w/Lab (6 Cr)            |         |   |        |         |       |         |      |
| PSYC 202                                    | Introduction to Physiological Psychology (5 Cr)      |         |   |        |         |       |         |      |
| <b>CHOOSE ONE TRACK FROM THE FOLLOWING</b>  |  |         |   |        |         |       |         |      |
| <b>ADVANCED SOFTWARE SPECIALIST (20 CR)</b> |  |         |   |        |         |       |         |      |
| Choose 20 credits from the following        |  | 20      |   |        |         |       |         |      |
| BTS 168                                     | Business Data Management Tools (5 Cr)                |         |   |        |         |       |         |      |
| BTS 171                                     | Advanced Windows (5 Cr)                              |         |   |        |         |       |         |      |
| BTS 210                                     | Collaborative Workspaces (5 Cr)                      |         |   |        |         |       |         |      |
| BTS 280                                     | Project Planning, Tracking & Reporting (5 Cr)        |         |   |        |         |       |         |      |
| BTS 265                                     | Advanced Spreadsheet Applications (5 Cr)             |         |   |        |         |       |         |      |
| BTS 268                                     | Advanced Business Data Management Tools (5 Cr)       |         |   |        |         |       |         |      |

*Business Technology 2014-2015  
Associate in Arts (continued)*

| <b>CHOOSE ONE TRACK FROM THE FOLLOWING (continued)</b> |  |       |  |  |  |  |  |  |
|--|--|-------|--|--|--|--|--|--|
| <b>BOOKKEEPING (21 CR)</b>                             |  |       |  |  |  |  |  |  |
| ACCT 102   | Practical Accounting II                          | 5     |  |  |  |  |  |  |
| ACCT 135   | Business Payroll Tax Accounting                  | 5     |  |  |  |  |  |  |
| ACCT 172   | Small Business Computerized Accounting           | 5     |  |  |  |  |  |  |
| ACCT 245   | Accounting Information Systems                   | 5     |  |  |  |  |  |  |
| BTS 146  | 10-Key   | 1     |  |  |  |  |  |  |
| <b>DATABASE USER SPECIALIST (20 CR)</b>                |  |       |  |  |  |  |  |  |
| BTS 168  | Business Data Management Tools                   | 5     |  |  |  |  |  |  |
| BTS 268  | Advanced Business Data Management Tools          | 5     |  |  |  |  |  |  |
| DBA 130  | Database Theory                                  | 5     |  |  |  |  |  |  |
| Choose 5 credits from the following                    |  | 5     |  |  |  |  |  |  |
| DBA 232  | Database Administration (5 Cr)                   |       |  |  |  |  |  |  |
| IT 103   | Networking Basics (5 Cr)                         |       |  |  |  |  |  |  |
| PROG 110   | Introduction to Programming (5 Cr)               |       |  |  |  |  |  |  |
| PROG 160   | Systems Analysis and Design (5 Cr)               |       |  |  |  |  |  |  |
| PROG 175   | Database Reporting (5 Cr)                        |       |  |  |  |  |  |  |
| <b>HUMAN RESOURCES ASSISTANT (20 CR)</b>               |  |       |  |  |  |  |  |  |
| BTS 168  | Business Data Management Tools                   | 5     |  |  |  |  |  |  |
| BTS 280  | Project Planning, Tracking, & Reporting          | 5     |  |  |  |  |  |  |
| BUS 221  | Human Resources Management                       | 5     |  |  |  |  |  |  |
| PROG 175   | Database Reporting                               | 5     |  |  |  |  |  |  |
| <b>OFFICE MANAGEMENT (20 CR)</b>                       |  |       |  |  |  |  |  |  |
| BTS 210  | Collaborative Workspaces                         | 5     |  |  |  |  |  |  |
| BTS 280  | Project Planning, Tracking & Reporting           | 5     |  |  |  |  |  |  |
| Choose 10 credits from the following                   |  | 10    |  |  |  |  |  |  |
| BTS 163  | Word Processing Applications (5 Cr)              |       |  |  |  |  |  |  |
| BTS 168  | Business Data Management Tools (5 Cr)            |       |  |  |  |  |  |  |
| BTS 250  | Administrative Office Management (5 Cr)          |       |  |  |  |  |  |  |
| BTS 265  | Advanced Spreadsheet Analysis & Design (5 Cr)    |       |  |  |  |  |  |  |
| BTS 268  | Advanced Business Data Management Tools (5 Cr)   |       |  |  |  |  |  |  |
| <b>SUSTAINABLE BUSINESS BEST PRACTICES (19 CR)</b>     |  |       |  |  |  |  |  |  |
| BSUST 101  | Introduction to Sustainable Business Practices   | 5     |  |  |  |  |  |  |
| BSUST 110  | Communication for Sustainable Business Practices | 4     |  |  |  |  |  |  |
| BSUST 150  | Introduction to Carbon Footprint                 | 5     |  |  |  |  |  |  |
| BSUST 160  | Sustainable Analysis                             | 5     |  |  |  |  |  |  |
| <b>WEB MARKETING (21 CR)</b>                           |  |       |  |  |  |  |  |  |
| BTS 145  | Introduction to Web Technology                   | 1     |  |  |  |  |  |  |
| BTS 189  | Webpage Authoring Essentials                     | 5     |  |  |  |  |  |  |
| BTS 289  | Design & Deploy Ecommerce Website                | 5     |  |  |  |  |  |  |
| MKTG 240   | eMarketing                                       | 5     |  |  |  |  |  |  |
| Choose 5 credits from the following                    |  | 5     |  |  |  |  |  |  |
| BTS 168  | Business Data Management Tools (5 Cr)            |       |  |  |  |  |  |  |
| BTS 186  | Publication Design Essentials (5 Cr)             |       |  |  |  |  |  |  |
| BTS 187  | Publication Design for Print (5 Cr)              |       |  |  |  |  |  |  |
| BTS 188  | Digital Images for Desktop Publishing (5 Cr)     |       |  |  |  |  |  |  |
| BTS 280  | Project Planning, Tracking and Reporting (5 Cr)  |       |  |  |  |  |  |  |
| BUS 230  | Project Management (5 Cr)                        |       |  |  |  |  |  |  |
| DMA 212  | Vector Images (5 Cr)                             |       |  |  |  |  |  |  |
| DMA 221  | Web Animation (5 Cr)                             |       |  |  |  |  |  |  |
| MKTG 225   | Customer Relations Management (5 Cr)             |       |  |  |  |  |  |  |
| <b>TOTAL</b>   |  | 90-93 |  |  |  |  |  |  |

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: \_\_\_\_\_

Date: \_\_\_\_\_

## *Business Technology 2014-2015 Associate in Arts (continued)*

### DEGREE REQUIREMENTS

Must earn a cumulative GPA of 2.00 in all coursework taken at BC, and in all courses applied to the degree. A minimum of 30 credits of the total must be completed at BC.

### TRANSFER CREDITS

For credits from other institutions, meet with a faculty advisor or curriculum advisor for an initial unofficial transcript review.

For an official review, submit a Petition for Exception to Degree or Certificate Requirements and an official transcript(s) in the prior institution(s) sealed envelope to the Program Chair.

Petition: <http://bellevuecollege.edu/services/>  
Program chairs:  
[www.bellevuecollege.edu/classes/all/](http://www.bellevuecollege.edu/classes/all/)

### NON-TRADITIONAL CREDITS

BC awards non-traditional credit for prior learning. Credit may be awarded for work completed in private study, at non-accredited institutions, or for certificate/training. Credit is awarded through examination, evaluation of certification/training, or submission of portfolio or other form of assessment. To apply for the credits, students must be registered at the college for the quarter in which non-traditional credits are requested and have completed ten quarter credit hours at the college.

For more information, go to  
<http://bellevuecollege.edu/enrollment/academic/nontraditional/>

### STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this degree at

<http://bellevuecollege.edu/degreeaudit/>

Please refer to

<http://bellevuecollege.edu/programs/degrees/> for latest degree updates and further information.

### GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form two quarters prior to the expected graduation date and pay the application fee.

Application deadlines:

- Fall: June 1
- Winter: October 10
- Spring: December 10
- Summer: March 15

### PROGRAM CONTACT INFORMATION

<http://bellevuecollege.edu/health/radon/>

**Business Technology**

### DESCRIPTION

The Business Technology associate degree prepares students for general office administrative support in positions such as, office manager and administrative positions that require office administration, accounting, business communication, business math, customer relations and office software applications skills. The curriculum includes introductory through intermediate and some advanced office applications software courses, business communication and electronic communication tools, office technology, office administration, accounting and business math. Students will also have additional practice in one or more of the following areas: electronic communications, project management applications, Outlook personal information manager, small group communication, Internet basics, customer relations, report writing, and business ethics. Certificates of Achievement and Accomplishment in Administrative Assistant, Advanced Business Software Specialist, Business Software Specialist and Office Assistant may be applied to this degree.

#### Learning Outcomes

Degree recipients should possess the skills and abilities described below:

- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace
- Critically apply software skills to solve business problems in a variety of situations
- Work at the expert level with word processing applications
- Work at an advanced level with applications for spreadsheets, databases and computerized accounting
- Apply basic desktop publishing skills in web or print design to publication designs
- Apply business math concepts to workplace problems
- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace
- Apply office accounting principles
- Apply organization behavior principles